

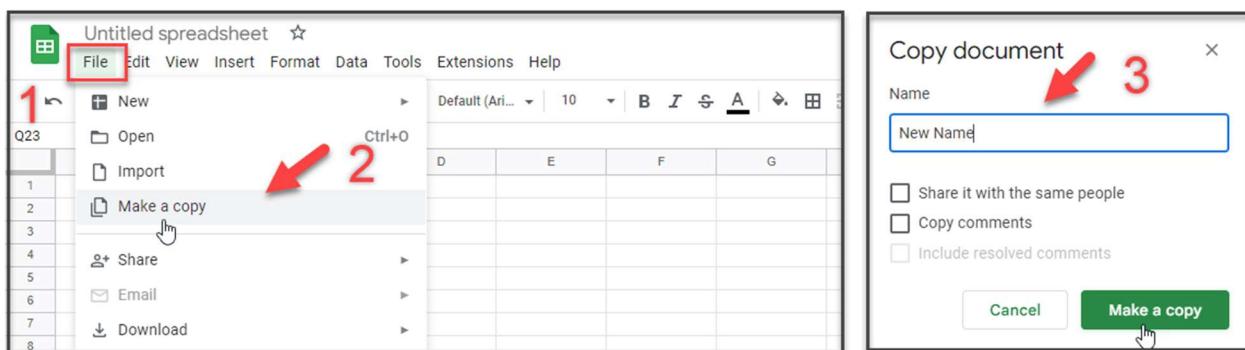
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How can I use a View Only Google Sheets template?

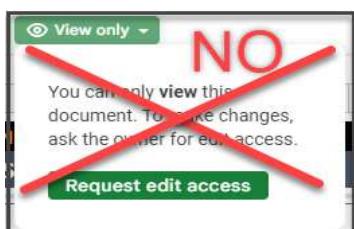
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Go to **File > Make a copy** and give a new name for your file before clicking on the “**Make a copy**” button.



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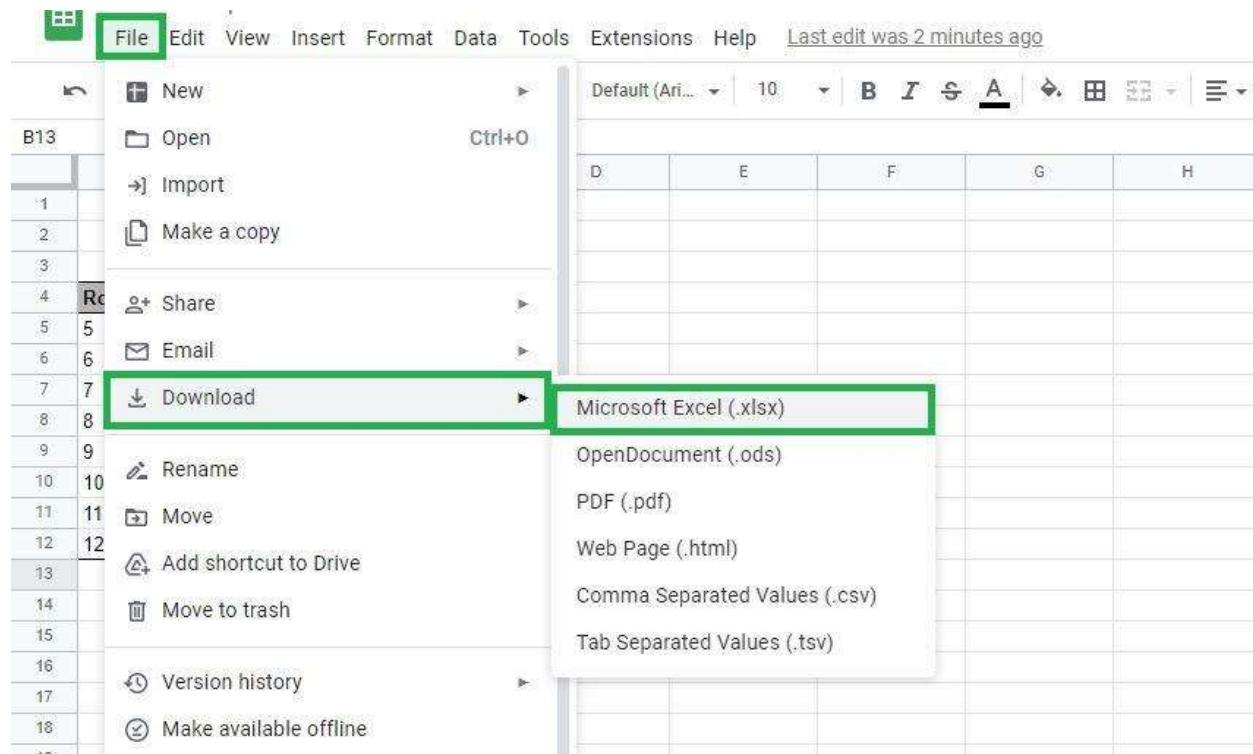
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This file is compatible with Excel, but I only received a Google Sheets template. How do I convert the Google Sheets template to Excel?

In the below example, we demonstrate how we can use Google Sheets to convert a Sheets file to the Excel file format.

1. Click **File** from the file menu at the top of the display. From the menu that is displayed click **Download**, and select **Microsoft Excel (.xlsx)** from the side menu.



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